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*Helping People
Help the Land*

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Transmitted via Email

MINNESOTA BULLETIN NO. 360-8-5

November 8, 2007

SUBJECT: PER – ANNUAL ETHICS TRAINING

Purpose. To inform all employees of the requirement to complete their calendar year (CY) annual ethics training.

Expiration Date. September 30, 2008

ACTION REQUIRED BY: NOVEMBER 29, 2007

ASTCs and PSOS are to ensure each CY employees complete agency required and state mandatory ethics training. Employees who are required to file financial disclosure reports must complete ethics training as required by 5 CFR Part 2638.704 and .705.

To complete the required training, all employees must complete a minimum of **three** ethics training modules on the USAID AgLearn Web site by November 29, 2007. See Attachment B for instructions for taking ethics training in AgLearn. Except do not insert “Ethics:” at step 3, instead go to Subject Area Menu and click (select) AgLearn Original Courseware Structure, next click (select) Expand All; and USDA Ethics Courses should appear in the adjacent Item column. The following ethics training modules are mandatory for all employees:

- Use of Government Travel Cards
- Use of Government Property and Time

In addition, Confidential Disclosure Report 450 Filers are required to complete ethics training module:

- Financial Disclosure

New employees’ are also required to complete ethics training module:

- Training Module 21 New Employee Ethics Orientation

It is strongly encouraged employees leaving or retiring from federal civilian service take training module; Basic Post-Employment.

Questions should be directed to Charles Montgomery, phone: (651) 602-7875, or email:
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WILLIAM HUNT
State Conservationist

DIST: AE